BEST PRACTICE CATALOG

Project Title: **COMPUTERIZED REPORT RECORD**

Function Category: ☐ **PATIENT-FOCUSED** ☒ **ORGANIZATION** ☐ **STRUCTURES**

Subcategory: **Management of Information**   Heading: **Data Collection**

Key Word(s): **Computer - Report**

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Hospital: **Metropolitan State Hospital**

Purpose: **The record of our reports taken was a ledger book. Officers who had to write a report went to the book, made an entry and drew a file number. The system kept track of file numbers, but it was of no value as a database. The book was useless as an investigative tool.**

Brief Description: **Using Microsoft Excel, we make a computer entry for each report written. The information has been standardized and it is more complete. It is also readable. The computerized report is becoming an investigative tool. Excel is a database program. As such, we can make inquiries of the information. We can rapidly identify if the suspect has been involved in any other incidents. We can identify locations that might benefit from increased patrol to reduce incidents. We can tap the database for end-of-the-year reports of losses and types of incidents investigated. We are still building our database. We have not yet reached the full benefit or potential of the system.**

Selection Basis/Criteria:

The following items are available regarding this Best Practice:

☐ **Photographs**   ☐ **Video Tape**   ☐ **Drawings**   ☐ **Manual**

☐ **Other : _____**

DATE SUBMITTED: **October 13, 1998**

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